

30 September 1975

MEMORANDUM FOR: Director of Logistics

ATTENTION : Executive Officer, OL

SUBJECT : Transfer of Copier Management from ISAS to P&PD

REFERENCE : Memo dtd 11 Aug 75 to Acting DD/A fr C/ISAS, subject:  
Office Copiers

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1. As indicated in a staff paper prepared by Mr. [REDACTED] of this Division some 3 years ago, a strong argument can be made for centralized management of Agency copiers. The present management system, an adaptation of Mr. [REDACTED] recommendations, has led to considerable success in meeting the primary objective of controlling copier proliferation in the Agency. It has resulted, however, in some duplication of effort. The Printing & Photography Division (P&PD) expends some 4 man-hours per day in providing the technical guidance and assistance called for [REDACTED] We estimate close to two full-time employees are presently utilized in the Information Systems Analysis Staff (ISAS) for overall copier management. This requires both organizations to keep abreast of technical advances in reproduction, electrical photography and related areas. As a result, training, travel, and meetings with sales representatives are somewhat duplicative. Consolidation of the effort could reduce the total daily manpower requirement by approximately 2 to 3 man-hours per day. It should be noted, however, that P&PD is not presently staffed to perform the many tasks outlined by Mr. [REDACTED] for effective management of the Agency copier/duplicator program. STATINTL

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2. Mr. [REDACTED] proposal to locate copier management in P&PD could be argued on the basis of the growing relationship of capabilities and technologies of office copiers to other forms of reprography and even large-scale printing. The Xerox 9200, for example, compares favorably in speed and quality with an offset duplicator for certain types of work without the extensive setup, time and skill level needed for lithographic printing. Color copiers, already impacting the commercial printing industry, continue to improve in quality and cost with the addition of laser scanner/recorders. Evolving laser facsimile technology is also expected to have wide impact on present printing methods.

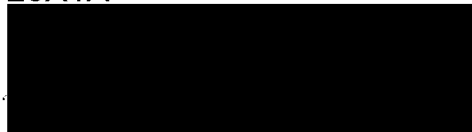
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3. From an economic standpoint, P&PD seems to be in a good position to assess prospective copier applications and arrange for alternatives to copier procurement. One very obvious alternative would be an increased use of P&PD's Headquarters-based reprography shop; i.e., General Printing Plant, which continues to reduce turnaround time at lowest possible per image costs. Another alternative could be the use of printing methods which are more appropriate to the application. It should be noted that P&PD presently makes recommendations in this regard, but to a lesser extent than would be possible under P&PD centered copier management.

4. Conversely, ISAS has the advantages inherent in working from a Directorate-level base. The original recommendations called for review of copier management by a component on a policy-making level in order to facilitate coordination with respect to copiers among Directorate RMO's and various other organizations in the Agency. I am somewhat concerned that P&PD would lack the necessary leverage to control copier activities in certain areas of the Agency. Appropriate revisions to current HR's and the support of Directorate and Agency RMO's, however, may prove this concern to be negligible. *Agree!*

5. P&PD would pose no objection to the ISAS proposal providing that two full-time positions (one GS-11/12 professional and one GS-05/06 clerical) were added to P&PD's staffing complement concurrent with the transfer of responsibility.

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Chief  
Printing & Photography Division, OL

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)  OFFICE COPIERS				
FROM: [REDACTED]  CHIEF, INFORMATION SYSTEMS ANALYSIS STAFF, DDA		EXTENSION  5615	NO.  DATE 11 August 1975	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. 25X1A [REDACTED]	8/12			
2. [REDACTED]				
3. Mr. McMahon Acting Deputy Director				
4. for Administration				
5.				
6.				
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